

# January 2016 – University of Colorado Payroll Calendar – Denver and Anschutz

February 2016 ▶

Mon	Tue	Wed	Thu	Fri	Sat/Sun
				<b>1 New Year's Day</b> <b>ALL CAMPUSES CLOSED</b>	<b>2</b> BW PPE 1/2/16 Earn dates 12/20-1/2
					<b>3</b>
<b>4</b> CU Denver @ 5 pm (BW) Additional Pay Deadline BW Data Entered for approval  SOM-New Hire & RA/PRA docs	<b>5</b> OC010116 uploads due 5pm	<b>6</b> OC010116 process begins 10 am	<b>7</b> BW uploads due 5pm	<b>8</b> Processing BW PPE 01/02  OC010116 PAYDAY	<b>9</b>   <b>10</b>
<b>11</b> Med AutoTerm process 10 am  Run Payroll Register BW PPE 01/02  CU Denver @ 5:00 pm PMR due to HR Office for 1/15/16 effective date	<b>12</b> OC010716 uploads due 5pm	<b>13</b> PULL DEADLINE 10 AM: ❖ BW 01/02/16  OC010716 process begins 10 am	<b>14</b>  CU Denver @ 5 pm (MON 1/31) Additional Pay Deadline MON Data Entered for approval  CU Denver @ 5 pm (MON 1/31) Vacation Payout Forms due to HR	<b>15</b> OC010716 PAYDAY BW 01/02/16 PAYDAY  CU Denver @ 5:00 pm At-will PMR due to HR for December appointments  CU Denver @ 5 pm (BW) Additional Pay Deadline BW Data Entered for approval	<b>16</b> BW PPE 1/16/16 Earn dates 1/3-1/16  <b>17</b>
<b>18 MLK Holiday</b> UCB, UCCS & SYS closed  CU Denver closures: Administrative Units- - OPEN AMC Schools/Colleges- - CLOSED DDC Schools/Colleges – OPEN	<b>19</b> OC011416 uploads due 9 am OC011416 process begins 10 am  MON uploads due 5pm Processing MON PPE 01/31/16  SOM-New Hire & RA/PRA docs	<b>20</b> Processing MON PPE 01/31/16	<b>21</b> BW uploads due 5pm	<b>22</b> Run Payroll Register MON PPE 01/31/16  Processing BW PPE 01/16  OC011416 PAYDAY	<b>23</b>   <b>24</b>
<b>25</b> Run Payroll Register BW PPE 01/16  CU Denver @ 5:00 pm PMR due to HR Office for 2/1/16 effective date	<b>26</b> OC012116 uploads due 5pm	<b>27</b> PULL DEADLINE 10 AM: ❖ BW 01/16/16 ❖ MON 01/31/16  OC012116 process begins 10 am	<b>28</b>	<b>29</b> OC012116 PAYDAY BW 01/16/16 PAYDAY MON 01/31/16 PAYDAY	<b>30</b> BW PPE 1/30/16 Earn dates 1/17-1/30  <b>31</b>

**Notes:** OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays, except on January 19th. Submit Additional Pay for OC to HR by 5:00 pm on Friday.

# February 2016 – University of Colorado Payroll Calendar – Denver and Anschutz

March 2016 ▶

Mon	Tue	Wed	Thu	Fri	Sat/Sun
<b>1</b> CU Denver @ 5 pm (BW) Additional Pay Deadline BW Data Entered for approval  SOM-New Hire & RA/PRA docs	<b>2</b> OC012816 uploads due 5pm	<b>3</b> OC012816 process begins 10 am	<b>4</b> BW uploads due 5pm	<b>5</b> Processing BW PPE 01/30/16 OC012816 PAYDAY	<b>6</b>
<b>8</b> Med AutoTerm process 10 am  Run Payroll Register BW PPE 01/30/16  CU Denver @ 5:00 pm PMR due to HR Office for 2/15/16 effective date	<b>9</b>   OC020416 uploads due 5pm	<b>10</b> PULL DEADLINE 10 AM: ❖ BW 01/30/16 OC020416 process begins 10 am	<b>11</b>   CU Denver @ 5 pm (MON 2/29) Additional Pay Deadline MON Data Entered for approval	<b>12</b> OC020416 PAYDAY BW 01/30/16 PAYDAY  CU Denver @ 5 pm (BW) Additional Pay Deadline BW Data Entered for approval  CU Denver @ 5 pm (MON 2/29) Vacation Payout Forms due to HR	<b>13</b> BW PPE 2/13/16 Earn dates 1/31-2/13
<b>15</b> <i>President's Day</i>	<b>16</b> OC021116 uploads due 5pm  CU Denver @ 5:00 pm At-will PMR due to HR for January appointments  SOM-New Hire & RA/PRA docs	<b>17</b> OC021116 process begins 10 am  MON uploads due 5pm Processing MON PPE 02/29/16	<b>18</b> Processing MON PPE 02/29/16  BW uploads due 5pm	<b>19</b> Processing BW PPE 02/13/16  Run Payroll Register MON PPE 02/29/16 OC021116 PAYDAY	<b>20</b>
<b>22</b> Run Payroll Register BW PPE 02/13/16  CU Denver @ 5:00 pm PMR due to HR Office for 3/1/16 effective date	<b>23</b>   OC021816 uploads due 5pm	<b>24</b> PULL DEADLINE 10 AM: ❖ BW 02/13/16 OC201816 process begins 10 am	<b>25</b> PULL DEADLINE 10 AM: ❖ MON 02/29/16	<b>26</b> OC021816 PAYDAY BW 02/13/16 PAYDAY	<b>27</b> BW PPE 2/27/16 Earn dates 2/14-2/27
<b>29</b> MON 02/29/16 PAYDAY  CU Denver @ 5 pm (BW) Additional Pay Deadline BW Data Entered for approval  SOM-New Hire & RA/PRA docs	<b>Notes:</b> OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays. Submit Additional Pay for OC to HR by 5:00 pm on Friday.				

# March 2016 – University of Colorado Payroll Calendar – Denver and Anschutz

April 2016 ▶

Mon	Tue	Wed	Thu	Fri	Sat/Sun
	<b>1</b> OC022516 uploads due 5pm	<b>2</b> OC022516 process begins 10 am	<b>3</b> BW uploads due 5pm	<b>4</b> Processing BW PPE 02/27/16  OC022516 PAYDAY	<b>5</b>  <b>6</b>
<b>7</b> Med AutoTerm process 10 am Run Payroll Register BW PPE 02/27/16  CU Denver @ 5:00 pm PMR due to HR Office for 3/15/16 effective date	<b>8</b> OC030316 uploads due 5pm	<b>9</b> PULL DEADLINE 10 AM: ❖ BW 02/27/16 OC030316 process begins 10 am	<b>10</b>	<b>11</b>  OC030316 PAYDAY BW 02/27/16 PAYDAY	<b>12</b> BW PPE 3/12/16 Earn dates 2/28-3/12  <b>13</b>
<b>14</b>  CU Denver @ 5 pm (BW) Additional Pay Deadline BW Data Entered for approval  SOM-New Hire & RA/PRA docs	<b>15</b> OC031016 uploads due 5pm  CU Denver @ 5:00 pm At-will PMR due to HR for February appointments	<b>16</b> OC031016 process begins 10 am  CU Denver @ 5 pm (MON 3/31) Additional Pay Deadline MON Data Entered for approval	<b>17</b> BW uploads due 5pm  CU Denver @ 5 pm (MON 3/31) Vacation Payout Forms due to HR	<b>18</b> Processing BW PPE 03/12/16  OC031016 PAYDAY	<b>19</b>  <b>20</b>
<b>21</b> Run Payroll Register BW PPE 03/12/16  MON uploads due 5pm Processing MON PPE 03/31/16  CU Denver @ 5:00 pm PMR due to HR Office for 4/1/16 effective date	<b>22</b> Processing MON PPE 03/31/16  OC031716 uploads due 5pm	<b>23</b> PULL DEADLINE 10 AM: ❖ BW 03/12/16 OC031716 process begins 10 am  Run Payroll Register MON PPE 03/31/16	<b>24</b>	<b>25</b> <i>UCB closed (Spr Break)</i>  OC031716 PAYDAY BW 03/12/16 PAYDAY	<b>26</b> BW PPE 3/26/16 Earn dates 3/13-3/26  <b>27</b>
<b>28</b>  CU Denver @ 5 pm (BW) Additional Pay Deadline BW Data Entered for approval  SOM-New Hire & RA/PRA docs	<b>29</b> PULL DEADLINE 10 AM: ❖ MON 03/31/16  OC032416 uploads due 5pm	<b>30</b> OC032416 process begins 10 am	<b>31</b> MON 03/31/16 PAYDAY  BW uploads due 5pm	<b>Notes:</b> OC Time Collection – opens at 9:00 AM on Fridays and closes at noon on Tuesdays. Submit Additional Pay for OC to HR by 5:00 pm on Friday.	

# April 2016 – University of Colorado Payroll Calendar – Denver and Anschutz

May 2016 ▶

Mon	Tue	Wed	Thu	Fri	Sat/Sun
				1 Processing BW PPE 03/26/16	2 3
4 Run Payroll Register BW PPE 03/26/16  CU Denver @ 5:00 pm PMR due to HR Office for 4/15/16 effective date	5 OC033016 uploads due 5pm	6 PULL DEADLINE 10 AM: ❖ BW 03/26/16 OC033016 process begins 10 am	7	8 OC033016 PAYDAY BW 03/26/16 PAYDAY	9 BW PPE 4/09/16 Earn dates 3/27-4/09 10
11 Med AutoTerm process 10 am  CU Denver @ 5 pm (BW) Additional Pay Deadline BW Data Entered for approval	12 OC040716 uploads due 5pm	13 OC040716 process begins 10 am	14 BW uploads due 5pm  CU Denver @ 5 pm (MON 4/30) Additional Pay Deadline MON Data Entered for approval	15 Processing BW PPE 04/09/16  OC040716 PAYDAY  CU Denver @ 5:00 pm At-will PMR due to HR for March appointments CU Denver @ 5 pm (MON 4/30) Vacation Payout Forms due to HR	16 17
18 Run Payroll Register BW PPE 04/09/16  OC041416 uploads due 5pm  SOM-New Hire & R/PRA docs	19 OC041416 process begins 10 am  MON uploads due 5pm Processing MON PPE 04/30/16	20 PULL DEADLINE 10 AM: ❖ BW 04/09/16 Processing MON PPE 04/30/16	21 Processing MON PPE 04/30/16	22 Run Payroll Register MON PPE 04/30/16  OC041416 PAYDAY BW 04/09/16 PAYDAY	23 BW PPE 4/23/16 Earn dates 4/10-4/23 24
25 CU Denver @ 5 pm (BW) Additional Pay Deadline BW Data Entered for approval  CU Denver @ 5:00 pm PMR due to HR Office for 5/1/16 effective date	26 OC042116 uploads due 5pm	27 PULL DEADLINE 10 AM: ❖ MON 04/30/16 OC042116 process begins 10 am	28 BW uploads due 5pm	29 Processing BW PPE 04/23/16  OC042116 PAYDAY MON 04/30/16 PAYDAY	30

**Notes:** OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays, except on April 18th. Submit Additional Pay for OC to HR by 5:00 pm on Friday.

# May 2016 - University of Colorado Payroll Calendar – Denver and Anschutz

June 2016 ▶

Mon	Tue	Wed	Thu	Fri	Sat/Sun
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> BW PPE 5/07/16 Earn dates 4/24-5/07
SOM-New Hire & RA/PRA docs	OC042816 uploads due 5pm	PULL DEADLINE 10 AM: ❖ BW 04/23/16 OC042816 process begins 10 am		OC042816 PAYDAY BW 04/23/16 PAYDAY	<b>8</b>
<b>9</b> Med AutoTerm process 10 am CU Denver @ 5 pm (BW) Additional Pay Deadline BW Data Entered for approval CU Denver @ 5:00 pm PMR due to HR Office for 5/15/16 effective date	<b>10</b> OC050516 uploads due 5pm	<b>11</b> OC050516 process begins 10 am	<b>12</b> BW uploads due 5pm	<b>13</b> Processing BW PPE 05/07/16 OC050516 PAYDAY CU Denver @ 5 pm (MON 5/31) Additional Pay Deadline MON Data Entered for approval CU Denver @ 5 pm (MON 5/31) Vacation Payout Forms due to HR	<b>14</b> <b>15</b>
<b>16</b> Run Payroll Register BW PPE 05/07/16 CU Denver @ 5:00 pm At-will PMR due to HR for April appointments SOM-New Hire & RA/PRA docs	<b>17</b> OC051216 uploads due 5pm	<b>18</b> PULL DEADLINE 10 AM: ❖ BW 05/07/16 OC051216 process begins 10 am MON uploads due 5pm Processing MON PPE 05/31/16	<b>19</b> Processing MON PPE 05/31/16	<b>20</b> Processing MON PPE 05/31/16 OC051216 PAYDAY BW 05/07/16 PAYDAY	<b>21</b> BW PPE 5/21/16 Earn dates 5/08-5/21 <b>22</b>
<b>23</b> Run Payroll Register 05/31/16 CU Denver @ 5 pm (BW) Additional Pay Deadline BW Data Entered for approval CU Denver @ 5:00 pm PMR due to HR Office for 6/1/16 effective date	<b>24</b> OC051916 uploads due 5pm	<b>25</b> OC051916 process begins 10 am	<b>26</b> PULL DEADLINE 10 AM: ❖ MON 05/31/16 BW uploads due 5pm	<b>27</b> Processing BW PPE 05/21/16 OC051916 PAYDAY	<b>28</b> <b>29</b>
<b>30 Memorial Day</b> All Campuses closed	<b>31</b> Run Payroll Register BW PPE 05/21/16 MON 05/31/16 PAYDAY OC052616 uploads due 5pm SOM-New Hire & RA/PRA docs	<b>Notes:</b> OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays. Submit Additional Pay for OC to HR by 5:00 pm on Friday.			

# June 2016 – University of Colorado Payroll Calendar – Denver and Anschutz

July 2016 ▶

Mon	Tue	Wed	Thu	Fri	Sat/Sun
		<b>1</b> PULL DEADLINE 10 AM: ❖ BW 05/21/16 OC052616 process begins 10 am	<b>2</b>	<b>3</b> OC052616 PAYDAY BW 05/21/16 PAYDAY	<b>4</b> BW PPE 6/04/16 Earn dates 5/22-6/4 <b>5</b>
<b>6</b> CU Denver @ 5 pm (BW) Additional Pay Deadline BW Data Entered for approval  CU Denver @ 5:00 pm PMR due to HR Office for 6/15/16 effective date	<b>7</b> OC060216 uploads due 5pm	<b>8</b> OC060216 process begins 10 am	<b>9</b> BW uploads due 5pm	<b>10</b> Processing BW PPE 06/04/16 OC060216 PAYDAY	<b>11</b> <b>12</b>
<b>13</b> Med AutoTerm process 10 am  Run Payroll Register BW PPE 06/04/16  SOM-New Hire & RA/PRA docs	<b>14</b> OC060916 uploads due 5pm	<b>15</b> PULL DEADLINE 10 AM: ❖ BW 06/04/16 OC060916 process begins 10 am CU Denver @ 5:00 pm At-will PMR due to HR for May appointments  CU Denver @ 5 pm (MON 6/30) Additional Pay Deadline MON Data Entered for approval	<b>16</b>  CU Denver @ 5 pm (MON 6/30) Vacation Payout Forms due to HR	<b>17</b> OC060916 PAYDAY BW 06/04/16 PAYDAY	<b>18</b> BW PPE 6/18/16 Earn dates 6/5-6/18 <b>19</b>
<b>20</b> Revised-MON uploads due 2pm Processing MON PPE 06/30/16  CU Denver @ 5 pm (BW) Additional Pay Deadline BW Data Entered for approval  CU Denver @ 5:00 pm PMR due to HR Office for 7/1/16 effective date	<b>21</b> Processing MON PPE 06/30/16	<b>22</b> Processing MON PPE 06/30/16  OC061616 uploads due 5 pm	<b>23</b> Run Payroll Register MON PPE 06/30/16  OC061616 process begin 10am  BW uploads due 5pm	<b>24</b> Processing BW PPE 06/18/16 OC061616 PAYDAY	<b>25</b> <b>26</b>
<b>27</b>  Run Payroll Register BW PPE 06/18/16  SOM-New Hire & RA/PRA docs	<b>28</b> OC062316 uploads due 5 pm	<b>29</b> PULL DEADLINE 10 AM: ❖ MON 06/30/16 (pays 7/1) OC062316 process begins 10 am	<b>30</b> Salary Upload Processing HRMS available for review or inquiry only	<b>Notes:</b> OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays, except on June 22nd. Submit Additional Pay for OC to HR by 5:00 pm on Friday.	

# July 2016 – University of Colorado Payroll Calendar – Denver and Anschutz

August 2016 ▶

Mon	Tue	Wed	Thu	Fri	Sat/Sun
				<b>1</b> <b>MON 06/30/16 PAYDAY</b> <b>OC062316 PAYDAY</b>  CU Denver @ 5 pm (BW) Additional Pay Deadline BW Data Entered for approval	<b>2</b> BW PPE 7/02/16 Earn dates 6/19-7/2
					<b>3</b>
<b>4 Independence Day</b> All campuses closed	<b>5</b> OC070116 uploads due 5 pm  CU Denver @ 5:00 pm PMR due to HR Office for 7/15/16 effective date	<b>6</b> OC070116 process begins 10 am	<b>7</b> BW uploads due 5pm	<b>8</b> Processing BW PPE 07/02/16  <b>OC070116 PAYDAY</b>	<b>9</b>   <b>10</b>
<b>11</b> Run Payroll Register BW PPE 07/02/16	<b>12</b> OC070716 uploads due 5 pm	<b>13</b> PULL DEADLINE 10 AM: ❖ BW 07/02/16 OC070716 process begins 10 am	<b>14</b>  CU Denver @ 5 pm (MON 7/31) Additional Pay Deadline MON Data Entered for approval	<b>15</b> <b>BW 07/02/16 PAYDAY</b> <b>OC070716 PAYDAY</b> CU Denver @ 5:00 pm At-will PMR due to HR for June appointments  CU Denver @ 5 pm (MON 7/31) Vacation Payout Forms due to HR	<b>16</b> BW PPE 7/16/16 Earn dates 7/3-7/16  <b>17</b>
<b>18</b> OC071416 uploads due 5 pm  CU Denver @ 5 pm (BW) Additional Pay Deadline BW Data Entered for approval  SOM-New Hire & RA/PRA docs	<b>19</b> OC071416 process begins 10 am  MON uploads due 5pm Processing MON PPE 07/31/16	<b>20</b> Processing MON PPE 07/31/16	<b>21</b> Processing MON PPE 07/31/16  BW uploads due 5pm	<b>22</b> Processing BW PPE 07/16/16  Run Payroll Register MON PPE 07/31/16  <b>OC071416 PAYDAY</b>	<b>23</b>   <b>24</b>
<b>25</b> Run Payroll Register BW PPE 07/16/16  CU Denver @ 5:00 pm PMR due to HR Office for 8/1/16 effective date	<b>26</b> OC072116 uploads due 5 pm	<b>27</b> PULL DEADLINE 10 AM: ❖ MON 07/31/16 ❖ BW 07/16/16 OC072116 process begins 10 am	<b>28</b>	<b>29</b> <b>MON 07/31/16 PAYDAY</b> <b>OC072116 PAYDAY</b>	<b>30</b> BW PPE 7/30/16 Earn dates 7/17-7/30  <b>31</b>

**Notes:** OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays except on July 18th. Submit Additional Pay for OC to HR by 5:00 pm on Friday.